

MEMORANDUM FOR: Deputy Director for Science and Technology  
VIA: Acting Deputy Director for Administration  
FROM: James H. McDonald  
Director of Logistics  
SUBJECT: Industrial Security Procedures Relating  
to Agency Funded Contracts

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1. It has recently been brought to my attention that several office heads in DDS&T have issued instructions to their Contracting Officer's Technical Representatives (COTR) regarding the COTR's security responsibilities for Agency contracts. This increased awareness and attention to Agency industrial security procedures is most welcome and gratifying; however, COTRs must be alert to the fact that any direction to the contractor which is not consistent with the terms of the contract may result in claims for additional cost.

2. In connection with Agency funded contracts, the focal point for security instructions to contractors should be either through the team contracting officer or team security officer, and in those offices not having contracting teams, it should be through the appropriate contracting officer in the Procurement Division or the Security Staff/OL. I am confident if COTRs representing the DDS&T offices effect proper liaison and coordination in advance that directives issued by the DCI concerning industrial security can be properly implemented without overriding established channels and creating confusion in the minds of our contractors.

  
James H. McDonald

cc: A-DDA

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